



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: Staff Services Manager II (Managerial)
SALARY: \$5493 - \$6058
TENURE/TIME BASE: Permanent /Full Time

FINAL FILING DATE: April 30, 2001 or until filled

DUTIES:

Under direction of the Chief, Training and Continuous Improvement Division, this position is responsible for the management of the Program Operations Branch. The branch is responsible for all aspects of the delivery of training classes to government employees through the State Training Center. This includes instructional oversight, class schedule maintenance and development, departmental consultation, contract management, facility operations and coordination, materials control and acquisition, and training policy and procedure development. It also includes management of the automated learning/training management system. The branch is responsible for coordination and liaison with training officers from over 150 state organizations. The branch is also responsible for the operation of the administrative, financial and technical functions of the Division.

DESIRABLE QUALIFICATIONS: Interested individuals should possess the following:

- Strong management and leadership skills
- An operational background in administrative and financial functions.
- Experience in developing and implementing training or other staff development programs.
- Planning, coordination, organization and problem solving skills
- Demonstrated ability to manage projects and facilitate and lead cross functional teams
- Demonstrated ability to work with staff from all levels of government
- Demonstrated ability to work with consultants and contractors
- Excellent written and oral communication skills
- Demonstrated ability to provide quality service to clients or customers
- Knowledge of State administrative processes

WHO MAY APPLY: Applicants must currently be at the level of Staff Services Manager II, have transfer ability to this class, or be on an active eligible list. Only the most qualified candidates will be considered for this position based upon a review of the applications received.

SUBMIT APPLICATIONS/RESUMES TO:

Department of Personnel Administration
Training and Continuous Improvement Division
1515 S Street, North Building, Suite 108, Sacramento, CA 95814
(916) 445-5121

ATTENTION: Rosemarie Solis

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.